Debt Management Company Supplement Renewal Instructions

License Renewal Period 07/01/2011 to 06/30/2012

Time Sensitive
Read Carefully and Make Note
This information affects the accurate and timely renewing of your license.

Time Sensitive: The Renewal Package, required renewal fee, and Company Financial Statement must be received by the Department on or before June 15, 2011. The financial statement must contain information relating to the licensee's financial condition at close of business on March 31, 2011.

Renewal Fees: License renewal fee of $500.00 for the principal office plus $200.00 for each branch office must accompany the renewal package.

The completed renewal package, including the above required items, must be received by the Department on or before June 15, 2011. License renewal packages not received by June 15, 2011 will be closed for non-renewal.

Renewal Contact: Your company President or authorized licensing contact person will be the parties that will be directly advised by this Department of any and all of the renewal issues. Therefore, if any of the licensee's concerned individuals have any questions about how the the renewal is progressing, they will need to contact either of the individuals above for any status updates.

Email: It is required that the Department have a reliable email address, so we are able to contact you regarding future Department alerts, etc.

If you made any changes to your license since the last renewal (Address Change; Active Manager Change; Responsible Individual Change; Name Change – including changing or adding a DBA/Trade name; Officer Change – including adding and/or deleting officers; Branch Manager Change; or Ownership Change), then you must submit a Non-Mortgage Industry License Change Application along with all applicable documents and fees to AzDFI before submitting your renewal package with renewal fees. The Non-Mortgage Industry License Change Application and Instrucstions can be found by clicking here.
http://azdfi.gov/Licensing/Change_License.htm